



Republic of the Philippines
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

REL. 017.2827
NO. : 017.2827
DATE: 07 DEC 2017
BY: S
SECTION

Tel. Nos: (035)225-2838 / 225-0667/422-7644 (Division Supt's Office); (035) 225-1623 (Asst. Sch's Div. Supt's Office);
(035) 225-1622 (Promotional Section/EPSSs); (035) 422-7643 (Cashier's Section); (035) 422-8511 (Planning Section);
(035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections);
(035) 225-2378 (ALS Section); (035) 225-7012 (PFSED Section); (035) 225-1640 & (035) 225-6180 (Accounting Section); (035) 422-3921 (Supply Section)

December 06, 2017

TRAVEL ORDER

No. 1117 s. 2017

MS. MAYETTE REYES

Admin. Asst. II

(In lieu of Ms. Pauline Louise Flores)

This Office

You are hereby informed of your attendance to the Conduct of Capacity Building Workshop for DepED Personnel Officers on December 12-14, 2017 at the DepED Ecotech Center, Sudlon, Lahug, Cebu City.

Travelling/transportation and other incidental expenses incurred during your attendance to this workshop shall be against local funds, subject to the usual accounting and auditing rules and regulations.

For your guidance and compliance.

SALUSTIANO T. JIMENEZ, LI.B., CESO VI

Schools Division Superintendent

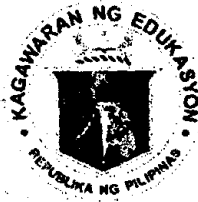
OIC- Assistant Regional Director

8/12/17

STJ/bing



Republic of the Philippines



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November 14, 2017

MEMORANDUM TO:

MS. LANI B. YURONG
AO IV – Personnel

MS. PAULINE LOUISE FLORES
AO II

This Office

RECEIVED
NO. OTT-2664
DATE 20 NOV 2017
BY: [Signature]
RECORD SECTION

Please be informed of your attendance to the Conduct of Capacity Building Workshop for DepED Personnel Officers on December 12-14, 2017 at the DepED Ecotech Center, Sudlon-Lahug, Cebu City.

Travelling/transportation and other incidental expenses incurred during your attendance shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

Enclosed is Regional Memorandum No. 0857, s. 2017 dated November 10, 2017, for details.

For your guidance and compliance.

SALUSTIANO T. JIMENEZ, U.B., CESO VI
Schools Division Superintendent
OIC-Office of the Asst. Regional Director

STJ/bing



REPUBLIKA NG PILIPINAS
 REPUBLIC OF THE PHILIPPINES
 KAGAWARAN NG EDUKASYON
 DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
 REGION VII, CENTRAL VISAYAS
 Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM

No. 0857, s. 2017


NOV 10 2017

D: 11/10/17

**CONDUCT OF CAPACITY BUILDING WORKSHOP
 FOR DEPED PERSONNEL OFFICERS**

To: All Schools Division Superintendents
 All Others Concerned

1. The Bureau of Human Resource and Organizational Development (BHROD), through the Personnel Division with the primary purpose of gathering all Personnel Officers in the Field Offices of the Department in one venue to identify personnel policies and processes that needs to be clarified; will conduct a *Capacity Building Workshop for DepED Personnel Officers* on December 12-14, 2017 at the DepED ECOTECH Center.
2. The nineteen (19) Schools Division Offices must send two (2) participants from their respective Personnel Units. Please submit the list of names of participants for the said activity to the Regional Office through the Administrative Service Division on or before November 13, 2017, for consolidation and submission to the Central Office.
3. Travel expenses of the participants relative to the conduct of the said activity shall be charged against their respective local funds, subject to the usual accounting and auditing rules and regulations.
4. Attached as Annex 1 is the Program of Activities for ready reference.
5. For clarifications, please contact Dr. Brazil B. Sanchez, Administrative Officer V/HRMO III at telephone number 032-255-1313.
6. Strict and immediate compliance of this Memorandum is desired.


SALUSTIANO T. JIMENEZ
 Schools Division Superintendent
 Officer-in-Charge
 Office of the Assistant Regional Director

ST1.vvy/ab/cikar

Office of the Director (DRD), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7323; Office of the Assistant Director, Tel. No.: (032) 255-4542
 Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324; Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
 Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1871; Human Resources Development Division (HRDD), Tel. Nos.: (032) 255-5239
 Education Support Services Division (ESSD), Tel. No.: (032) 254-7052; Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9038;
 414-7065; Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
 Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"ESQ 2015: Karapatan ng Lahat, Panoangutan ng Lahat"



Republic of the Philippines
Department of Education

Tanggapang ng Pangalawang Kalihim
Office of the Undersecretary

Annex I

PROGRAM OF ACTIVITIES

DAY 0 Check-in (3:00 PM)
 First Meal: Dinner

DAY 1

8:00 – 8:30 AM	Registration
8:31 – 9:00 AM	Opening Program (National Anthem / Prayer) <i>Welcome Remarks – Usec. Victoria L.M. Catibon</i>
9:01 – 9:30 AM	Leveling of Expectations
9:31 – 10:30 AM	Orientation Objectives The BHRDD and Personnel Division <i>(Mandate, Structure, and Strategic Functions)</i>
10:31 – 11:30 AM	Updates on CSC Issuances Pertaining to Personnel Administration
11:31 – 12:00 AM	Open Forum / Q & A
12:01 – 1:00 PM	Lunch Break
1:01 – 2:30 PM	A Primer on the Data Privacy Act of 2012 by the National Privacy Commission
2:31 – 3:00 PM	Open Forum / Q & A
3:01 – 4:30 PM	Updates on DBM Issuances Pertaining to Personnel Administration
4:31 – 5:00 PM	Open Forum / Q & A

DAY 2

8:30 – 9:00 AM	Registration
9:05 – 9:35 AM	Management of Learning (DPA Primer, CSC & DBM Updates)
9:36 – 11:00 AM	Updates on GSIS Issuances Pertaining to Personnel Administration
11:01 – 12:00 AM	Open Forum / Q & A
12:01 – 1:00 AM	Lunch Break
1:01 – 2:30 PM	Discussion on Personnel Records
2:31 – 3:00 PM	Open Forum / Q & A
3:01 – 4:30 PM	Discussion on Employee Relations
4:31 – 5:00 PM	Open Forum / Q & A

DAY 3

8:30 – 9:00 AM	Registration
9:05 – 9:35 AM	Management of Learning (GSIS Updates, Personnel Records & Employee Relations)
9:36 – 11:00 AM	Discussion on Recruitment, Selection, Placement and Induction
11:01 – 12:00 AM	Open Forum / Q & A
12:01 – 1:00 AM	Lunch Break
1:01 – 2:30 PM	Discussion on Compensation and Benefits
2:31 – 3:00 PM	Open Forum / Q & A
3:01 – 4:00 PM	Presentation of Recommendations
4:31 – 5:00 PM	Integration and Closing

DAY 4 Check-out (12:00 NN)
 Last Meal: Lunch

IPD/Abyl

DepEd Complex, Marikina Ave., Pasig City 1600 ☎ 633-7206/636-6549 📠 631-8494 🌐 www.deped.gov.ph